

RGATS-3
D/TE Weekly
Summary
Ref

Executive Assistant to DCI

9 February 1954

Document No. 006

NO CHANGE in Class. ☐

Director of Training

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

Weekly Summary Report

DDI Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 27/01/78 By:

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1. Following is the January report of the Assessment and Evaluation Staff, O/TR. Breakdown of cases is by sex, age, GS level, employment status, Staff Office and desk referring for assessment and projected job assignment.

ASSESSMENT

Total Number: 16 (4-26 January 1954)

Total Number: 35 (5-30 January 1953)

I Sex
Male 13
Female 3
Total 16

V Staff/Desk
A. FI 11
FM 2
FP 3
Total 16

II Age
20-24 2
25-29 7
30-34 1
35-39 3
40-44 1
45-49 2
Total 16

B. ES 7
FE 5
SR 3
WE 1
Total 16

III GS Level
GS-4 1
GS-5 1
GS-6 1
GS-9 2
GS-11 5
GS-12 1
GS-13 1
#4800 1
Undet. 3
Total 16

VI Projected Job Assignment

	<u>Inside</u>	<u>Outside</u>	<u>Total</u>
<u>Staff Intelligence</u>			
Assignments	6	-	6
Agent Assignments ..	1	5	6
Administrative Assignments	2	-	2
Specialist and Professional	1	-	1
Undetermined	1	-	1
Totals	11	5	16

IV Employment Status
Employee 11
Applicant 5
Total 16

(continued on Page 2)

(Item 1 continued)

PROFESSIONAL (JOT) TESTS ADMINISTERED:

January 1954: 3
January 1953: 18

**PROFESSIONAL TRAINEE TESTS ADMINISTERED
IN THE FIELD AND RECEIVED BY A & E:**

January 1954: 22
January 1953: 0

LANGUAGE APTITUDE TESTS ADMINISTERED:

January 1954: 33
January 1953: 9

**PRE-TRAINING AND EOB TEST BATTERIES
ADMINISTERED:**

January 1954: 140
January 1953: NA



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3. A Career Selection Report prepared by the Assessment and Evaluation Staff working with a special task force was presented to the CIA Career Service Board. The Career Selection Report was developed as a substitute for the Personnel Evaluation Report during the three-year trial period for all incoming employees, and was approved by the Board without change.

4. Among trainees attending the Basic Intelligence Course (I) which began on 1 February are one from the Department of State and one from G-2, Army.

5. Six University consultant-contacts were indoctrinated during the week beginning 1 February. The following institutions were represented:



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6. The Indoctrination Program conducted on 23 January was attended by four commissioned personnel of the Office of Naval Intelligence and four civilian employees of G-2, Army.

7. The Office of Training is organizing special classes in Advanced Greek, Beginning Greek, Intermediate French, Beginning Serbo-Croatian, Beginning Bulgarian and Beginning Hungarian. It is expected that these classes will begin about 15 February and will continue for approximately 16 weeks. These classes are being organized to meet a major request from SS Division and smaller requests from other divisions. It is hoped that other offices having requirements in these languages will also take advantage of these special classes. Arrangements now are being made for the conduct of these courses by the Foreign Service Institute, Department of State, and the School for Advanced International Studies, Johns Hopkins University.

MATTHEW BAINU

cc: DD/P
DD/I
AD (Commo)